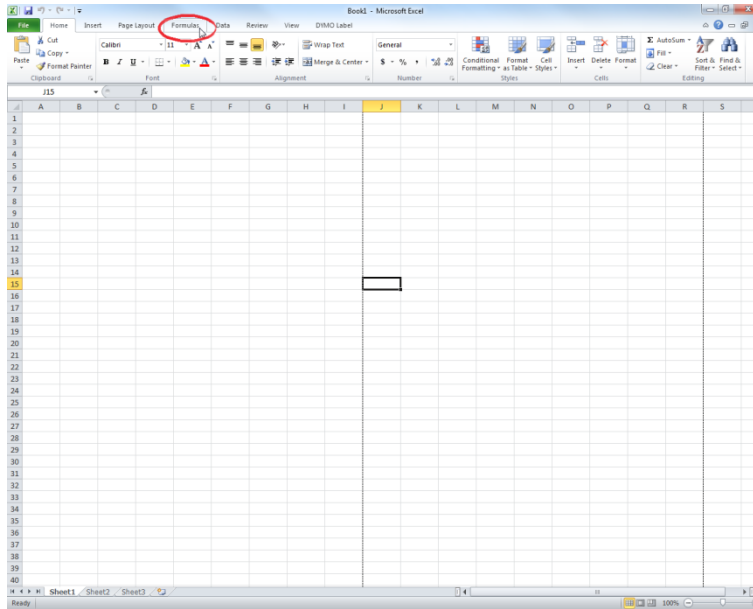


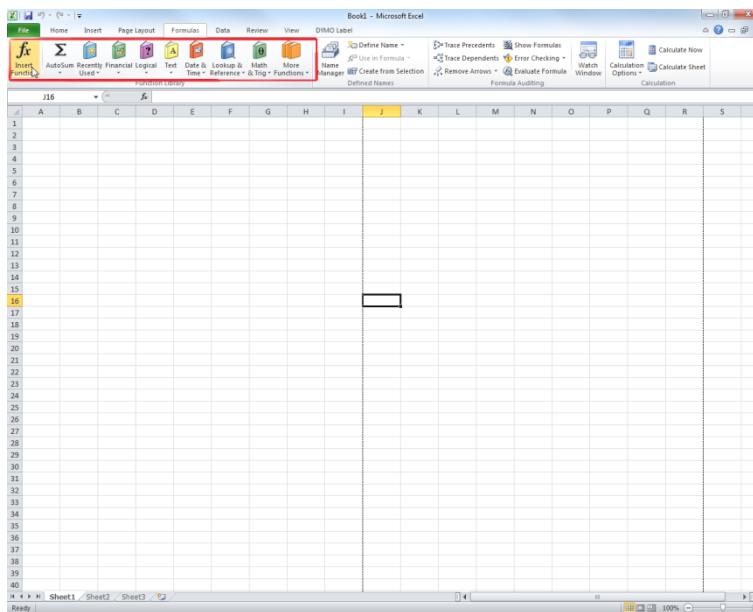
Microsoft Excel 2010 Quick Guide

Using Formulas

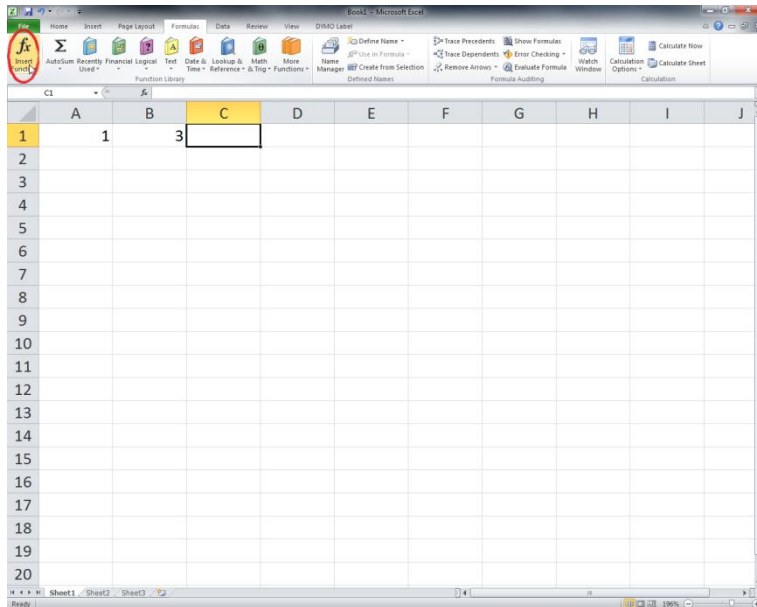
Excel has built in formulas that you can use to easily calculate data. These formulas can be accessed through the formula tab.



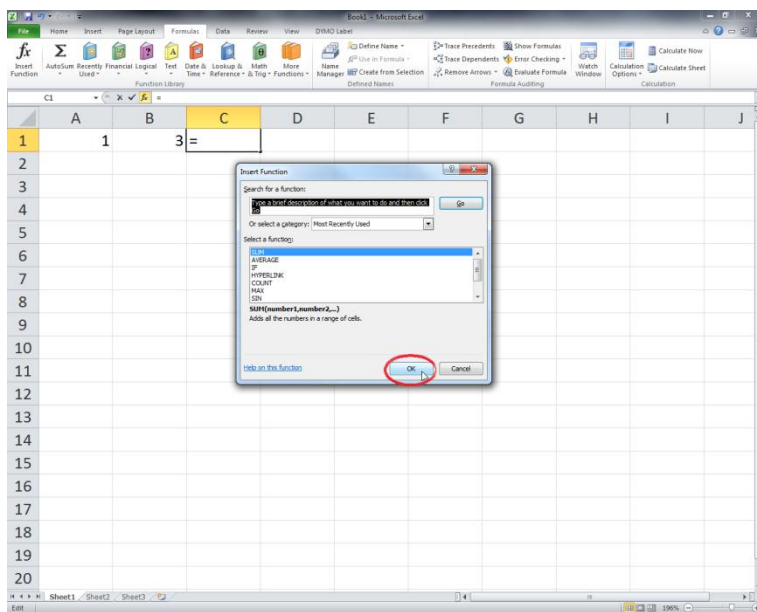
In the formula tab, you should see a section of the toolbar labeled 'Formula Library'. In this section there are multiple pre-set functions.



To insert a function, simply fill in the cells that you would like to be included in the function. Next, Select the cell in which you want the solution to appear and click Insert Function.



A popup should appear allowing you to select a function to use as well as the cells you wish to include in the function. Once you have selected the cells and a function to use, click OK.



The solution to your function should now be shown in the selected cell.

